



Belmont Permit Center

PERMIT APPLICATION

Application No.: _____

Case Type:

Zoning of Property: _____

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Design Review - Admin. Signs | <input type="checkbox"/> Tentative Tract Map | <input type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Façade Improvement Rebate | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Rezoning / Zoning Ordinance |
| <input type="checkbox"/> Floor Area Exception | <input type="checkbox"/> Grading Permit Approval | <input type="checkbox"/> Geologic Review |
| <input type="checkbox"/> City Code Exception | <input type="checkbox"/> Conceptual Development Plan | <input type="checkbox"/> Geo-Hazards Map Amendment |
| <input type="checkbox"/> Tentative Parcel Map | <input type="checkbox"/> Detailed Development Plan | <input type="checkbox"/> Subdivision Ordinance Exception |

Zoning Case Numbers: _____
(Staff Use Only)

Project Description: _____

Property Description:

Street Address: _____, Belmont, CA 94002		Assessors Parcel Number: _____
Property Area (sq. ft.): _____	Nearest Cross Street: _____	

Applicant Information:

Owner Name: _____	Telephone Number: _____ ()	Fax Number: _____ ()
Mailing Address, if different from Site Address: _____		E-mail Address: _____
Applicant Name, if different from Property Owner: _____	Telephone Number: _____ ()	Fax Number: _____ ()
Applicant Mailing Address: _____		E-mail Address: _____

Submittal Authorization:

Signature of Owner: _____	Date: _____
Signature of Applicant, if different from Owner: _____	Date: _____

For Office Use Only: Fee Amount: _____ Check No.: _____



Belmont Permit Center
PERMIT APPLICATION

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Street Address: _____ **Application No.:** _____

Site Preparation / Grading:

Number of Cubic Yards of Combined Cut and Fill:

_____ Cubic Yards **OR** Check ☐ if less than 50 Cubic Yards

Depth of any Cut or Fill at Deepest Point:

_____ Feet **OR** Check ☐ if less than 2 Feet

Surface Area to be Graded or Cleared:

_____ Square Feet **OR** Check ☐ if less than 2000 Square Feet

Retaining Walls:

The Project Includes New, Rebuilt or Extended Retaining Walls:

☐ Yes ☐ No

Maximum Height of New, Rebuilt or Extended Retaining Walls:

_____ Feet

Floor Area:

Existing Floor Area of All Enclosed Structures: _____ Square Feet

Proposed New Floor Area to be Added: _____ Square Feet

Total Floor Area Resulting from Project: _____ Square Feet

On-site Parking:

Existing Parking / Number of Spaces: _____ Covered _____ Uncovered

Proposed Additional or Lost Parking Spaces: _____ Covered _____ Uncovered

Total Parking Spaces Resulting from Project _____ Covered _____ Uncovered

Check any of the following items that apply to the project:

- | | | |
|--|---|---|
| <input type="checkbox"/> Steep Terrain | <input type="checkbox"/> New Driveway / Curbcut | <input type="checkbox"/> New Signs |
| <input type="checkbox"/> Large Trees on Site | <input type="checkbox"/> New Water Service | <input type="checkbox"/> Redevelopment Area |
| <input type="checkbox"/> Historic Building on Site | <input type="checkbox"/> Construction Dumpster Required | |

ADMINISTRATIVE DESIGN REVIEW – SIGN PERMIT



Belmont Permit Center SUPPLEMENTAL APPLICATION

Application No.: _____ (Office Use)

Address: _____

Date: _____

Project: _____

Sign permit applications serve as a method of reviewing proposed signs to ensure compliance with the City's adopted sign regulations. The purpose of the regulations are to maintain and enhance the City's physical appearance, reduce hazards that may be caused by signs, prevent signs from obscuring adjacent signs and create a more attractive economic and business climate.

Preparing the Application

When you apply, the following must be submitted:

1. The completed application form.
2. Four copies of a site plan showing the location of existing structures, proposed structures, proposed signs and property lines.
3. Four copies of a site plan showing all sides of the structure (s), which will have signs. The elevation must indicate the dimensions, colors, and materials of the sign (s) and building surface, and the method of attachment to the building or ground.
4. The appropriate fees with a check made payable to the City of Belmont.

Prior to submitting the application it is suggested you contact the Planning Department to discuss the City's sign guidelines and requirements, as they relate to your site.

Application Processing

Submit your application to the Permit Center Office. The application will be routed by city staff to the Planning Department and reviewed at the same time it is reviewed for building permits.

Once the Planning Department has reviewed and approved your sign permit application, a letter of approval will be mailed to you and the building permit will be issued.

ADMINISTRATIVE DESIGN REVIEW – SIGN PERMIT



Belmont Permit Center APPLICATION CHECKLIST

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Address: _____

Date: _____

Project: _____

	<u>Required</u> (by City)	<u>Submitted</u> (by applicant)	
<u>Applications</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Checklist (this form)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit Application
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supplemental Application
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Outreach Strategy
<u>Plans</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan (four copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan (four copies)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Elevations (four copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections
	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Property line survey
	<input type="checkbox"/>	<input type="checkbox"/>	Topographic survey map
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Grading plan
	<input type="checkbox"/>	<input type="checkbox"/>	Drainage plan
	<input type="checkbox"/>	<input type="checkbox"/>	Building sprinkler plan
	<input type="checkbox"/>	<input type="checkbox"/>	Driveway plan and profile

Address: _____

	<u>Required</u> (by City)	<u>Submitted</u> (by applicant)	
<u>Technical Information</u>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations for cut and fill
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical report
	<input type="checkbox"/>	<input type="checkbox"/>	Engineering geology report
	<input type="checkbox"/>	<input type="checkbox"/>	Arborist report
	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary title report
<u>Miscellaneous</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Color and material samples
	<input type="checkbox"/>	<input type="checkbox"/>	Photographs (four sets)
<u>Noticing Information</u>	<input type="checkbox"/>	<input type="checkbox"/>	Noticing map
	<input type="checkbox"/>	<input type="checkbox"/>	Notice list
	<input type="checkbox"/>	<input type="checkbox"/>	Notice envelopes (post-paid)
<u>Fees and Deposits</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application fee
	<input type="checkbox"/>	<input type="checkbox"/>	Environmental fee
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Removal Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Geologic Review Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Staff Assistant: _____ **Telephone:** _____ **Date:** _____

Applicant's Statement: As applicant for this project, I hereby certify that the materials listed as 'submitted' on this checklist are complete and accurate. If the City of Belmont determines that the materials are incomplete or inaccurate, I understand that the entire application may be deemed withdrawn and the application materials returned to me, with no further processing by the City.

Applicant's Name: _____ **Date:** _____

Applicant's Signature: _____